

WSSC POLICY No. 05-0_ COMM

COMMISSION MEETING AGENDA

WASHINGTON STATE CONSERVATION COMMISSION

(This policy replaces the prior WSSC Policy Position for Meeting Agenda approved on March 19, 1987)

GENERAL TOPIC: **Setting the Commission Meeting Agenda**

APPROVED: _____ DATE ISSUED: _____

PURPOSE

The procedures in creating the Conservation Commission meeting agenda is to increase the efficiency of meetings without limiting important discussion or opportunity for input from Commission members and to provide a process to conduct the meeting.

PROCEDURE

The following steps will be followed in the preparation of the agenda and in conducting the meeting:

1. At the end of each regular meeting, the Chair will ask for input for the agenda for the next meeting.
 - a. Commission members may request that specific items be placed on the agenda through consensus and acknowledgment of the chair~~man~~. Those items will then be on the agenda of the next meeting, or meeting specified. Unless otherwise specified, the time allocation will be determined by the chair and the executive ~~secretary~~**director**.
 - b. A member may move that an item with time allocation be placed on the agenda. Upon second, discussion, and majority vote, the item will be on the agenda of the next meeting, or meeting specified.
2. Any member may, during the period between meetings, by telephone, letter, or conversation to the chair~~man~~ or executive ~~secretary~~**director**, request that an item be placed on the agenda. It shall be the decision of the chair~~man~~ and the executive ~~secretary~~**director** whether or not that item will be added. However, the executive ~~secretary~~**director** will notify the member as to the final decision.
3. The chair~~man~~ and executive ~~secretary~~**director** will prepare an agenda for each meeting, including time allocation.
4. The prepared agenda will be mailed to each Commission member not less than ~~ten~~**seven** days prior to any regular scheduled meeting.
5. At the beginning of each regular meeting, the chair~~man~~ shall present the agenda. The following procedures will be used to alter, add, or delete from the agenda:
 - a. The chair~~man~~ may announce alterations, additions, or deletions to the agenda by apparent consensus and the changes will be made. However,

CONSERVATION COMMISSION

POLICY POSITION

Meeting Agenda

This policy on the Conservation Commission meeting agenda is to increase the efficiency of meetings without limiting important discussion, or opportunity for input from Commission members. The following steps will be followed in the preparation of the agenda and in conducting meeting:

1. At the end of each regular meeting, the Chairman will ask for input for the agenda for the next meeting.
 - a. Commission members may request that specific items be placed on the agenda through consensus and acknowledgment of the chairman. Those items will then be on the agenda of the next meeting, or meeting specified. Unless otherwise specified, the time allocation will be determined by the chairman and the executive secretary.
 - b. A member may move that an item with time allocation be placed on the agenda. Upon second, discussion, and majority vote, the item will be on the agenda of the next meeting, or meeting specified.
2. Any member may, during the period between meetings, by telephone, letter, or conversation to the chairman or executive secretary, request that an item be placed on the agenda. It shall be the decision of the chairman and the executive secretary whether or not that item will be added. However, the executive secretary will notify the member as to the final decision.
3. The chairman and executive secretary will prepare an agenda for each meeting, including time allocation.
4. The prepared agenda will be mailed to each Commission member not less than seven days prior to any regular scheduled meeting.
5. At the beginning of each regular meeting, the chairman shall present the agenda. The following procedures will be used to alter, add, or delete from the agenda:
 - a. The chairman may announce alterations, additions, or deletions to the agenda by apparent consensus and the changes will be made. However, any member may move for action. Upon second, discussion, and majority vote, the motion will have precedence.
 - b. Any member may request alteration, additions, or deletions to the agenda. The chairman shall determine an apparent consensus or ask for a vote, or the member may move the allocation, addition, or deletion. Upon second, discussion, and majority vote, the motion has precedence.

6. The chairman will attempt to maintain the time allocation for each agenda item by restricting discussion not germane to the motion on the floor, or the agenda topic. He/she may limit discussion through allocation of pro/con discussion, or membership participation.

The chairman at his/her discretion may extend the discussion if all members have not had the opportunity to discuss the project.

HOWEVER, and member may move the previous question, seconded and voted on, without debate. Two-thirds majority of those voting will automatically stop debate and call for vote, or automatically move to the next agenda item.

Any member may move to dispense rules, extending time allocation, seconded and voted on without debate. Two-third majority of those voting for it will automatically extend debate.

Approved

March 19, 1987

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